

DD/S 71-2725

12 JUL 1971

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Support Services Staff


SUBJECT : Annual Report of Significant Accomplishments

REFERENCE : Memo to Directors of Support Offices fr DD/S
dtd 8 Aug 67, same subject

1. In 1967 we requested that you submit an annual report of significant accomplishments at the end of each fiscal year. These reports have been very informative and valuable but I am reminded that accomplishments and objectives are a part of the annual program submissions and that a management improvement report is now required annually in response to OMB Circular A-44.

2. In the interest of simplifying reporting requirements, the Annual Report of Significant Accomplishments requested in the reference memorandum is no longer required. Your responses to Circular A-44, however, should be as comprehensive and complete as your reports of significant accomplishments have been over the past few years since 1967. If you have items which you consider to be of interest to the Deputy Director for Support but which you may feel need not be reported to OMB you may include them as a separate addendum to the A-44 report when it is submitted here.

3. This change in the reporting requirement is effective immediately and we will accept your recent responses to Circular A-44 as satisfying the requirement for the reference Report of Significant Accomplishments.

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John W. Coffey
Deputy Director
for Support

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